

## APPENDIX 2

### INSTRUCTIONS FOR COMPLETING THE ATCT/ARTCC OJT INSTRUCTION/EVALUATION REPORT FAA Form 3120-25

**1. INTRODUCTION.** This appendix contains instructions for completing FAA Form 3120-25. The form shall be used by laboratory instructors, OJTIs, and operations supervisors to record their observations of the performance and progress of the developmental ATCS during laboratory scenarios, OJT instruction, skill enhancement training, and skill-check sessions. FAA Form 3120-25 may be used to document OJF. A copy of the form is provided on pages 6 and 7 of this appendix.

**2. USING THE FORM.** Entries on training reports shall be sufficiently detailed to support appropriate administrative actions (e.g., promotions, awards, dismissals, reassignments, litigations, etc.). Complete the following items. Block numbers correspond to the numbered blocks on the form.

- Block 1**    **NAME:** Print developmental's name.
- Block 2**    **DATE:** Enter month, day, year.
- Block 3**    **SCENARIO/POSITION(S):** Enter scenario number and position, or operational position, on which training or skill check is being performed.
- Block 4**    **WEATHER:** Record description of weather as VFR, MVFR, IFR, or Other (specify type—e.g., thunderstorm deviations, turbulence, etc.). Check the one box most representative of the session(s). Conditions that impact training should be noted in Block 12.
- Block 5**    **WORKLOAD:** Check description of traffic volume. Check the one box most representative of the session(s).
- Block 6**    **COMPLEXITY:** Check description of complexity of operations. Check the one box most representative of the session(s). Note any unusual situations, equipment outages, configurations, and/or restrictions that impact training in Block 12.
- Block 7**    **HOURS:** Enter actual hours and minutes for the training session or sessions covered by this report.
- Block 8**    **TOTAL HOURS THIS POSITION:** Enter total hours and minutes spent in training on this position. Include OJT session(s) covered by this report.
- Block 9**    **PURPOSE:** Check appropriate purpose of report on the form. Check "OJT" for any activity that is counted as part of the assigned training time. Check "OJF" for on-the-job familiarization time. Indicate "Familiarization," "Instructional," or "Evaluation" when simulated training is being administered. The supervisor checks "Skill Check" if administering a performance skill

check or "Certification" if administering a certification skill check. If "Other" is indicated, document specific use in Block 12.

**Block 10 ROUTING:** According to facility requirements.

**Block 11 PERFORMANCE:** This section contains job tasks and job subtasks used as a basis for instructing and evaluating the developmental ATCS.

Users of this form should review the definitions of all job subtasks and their respective performance indicators. These guidelines are to be used by all participants involved in training to ensure mutual understanding. This checklist is not all-inclusive and is not meant to limit the duties to be reviewed. The job task entitled "Other" is intended for local use and adaptation.

- a. During OJT, place check marks in the columns "OBSERVED" or "COMMENT" as follows:
  - (1) **OBSERVED:** A check mark in this column indicates that the operation or procedure was observed during the period but that no significant comments are made.
  - (2) **COMMENT:** A check mark in this column indicates that the operation or procedure was observed during the period and is accompanied by a referenced comment in Block 12.
- b. During skill checks, place check marks in the columns "SATISFACTORY," "NEEDS IMPROVEMENT," and "UNSATISFACTORY." OJTIs do not make check marks in these columns because these terms are evaluative. The terms are defined as follows:
  - (1) **SATISFACTORY:** A check mark in this column indicates that the developmental's observed performance in the session(s) meets expected FPL performance requirements and indicates that the developmental demonstrates the ability to work independently for this performance item. Examples of exemplary performance and/or specific comments shall be stated in Block 12 of the form for each job subtask indicated.
  - (2) **NEEDS IMPROVEMENT:** A check mark in this column indicates that the developmental's observed performance is acceptable at this stage of training, but must improve in order to meet certification requirements. Specific comments, along with suggestions or requirements for improvement, shall be stated in Block 12 of the form for each job subtask indicated.
  - (3) **UNSATISFACTORY:** A check mark in this column indicates that the developmental's observed performance is unsatisfactory at this stage of training. Specific comments, suggestions, and recommendations for correcting each unsatisfactory job subtask shall be stated in Block 12.
- c. To certify on a certification skill check, all applicable items shall be marked satisfactory or not observed (N/O). If an item is marked "N/O", Block 12 shall indicate the method used

to determine satisfactory performance/knowledge for that job subtask. If necessary, verbal questioning, simulation, or other methods shall be used to demonstrate knowledge of a job subtask when not observed.

- d. If a job subtask is not applicable to a position being observed, it shall be recorded as "N/A" (not applicable).
- e. The "Simulation Training" column shall be used in conjunction with simulation training only. During simulation training, instructors shall evaluate the developmental's performance in each of the job subtasks shown on the form, as well as any area the instructor may deem appropriate. If the developmental is observed performing job subtasks in a consistently excellent manner, a plus sign shall be placed in the "Simulation Training" column. If the developmental is observed making a control error, a dot shall be placed in the "Simulation Training" column. When pluses or dots are marked, explanatory remarks shall be included in Block 12.
  - (1) The maximum number of allowable errors for each job task in oceanic/nonradar, radar-associate, and radar simulation training situations is shown in Figure 1. The number of errors for a job task is the sum of the dots marked in that job task. The number of errors noted should be included in the explanatory remarks on the back of the form.
  - (2) The developmental and the instructor shall sign each form after each laboratory scenario. The signatures will indicate that the two have discussed the training period involved.

**FIGURE 1. MAXIMUM ERRORS ALLOWED  
BY JOB TASK**

Job Task	Oceanic/ Nonradar Lab	Radar- Associate Lab	Radar Lab
Separation	0	0	0
Coordination	2	2	2
Control Judgment	4	4	5
Methods and Procedures	4	4	5
Equipment, Communication, and Other	4	4	5

**Block 12** **COMMENTS:** Used by the OJTI/supervisor and/or lab instructor to document the developmental's performance during OJT, skill-check sessions, and simulation training. The OJTI/supervisor and/or lab instructor shall sign and date this block.

**During OJT:**

This block is used to document when a check mark is made in the "Comment" column on the front of the form. The comments:

- a. May be specific or general.
- b. May include exemplary, noteworthy, or unusual events.
- c. Shall describe any observed performance deficiencies. In the case of performance deficiencies, or when improvement is needed in a specific area, references shall be made in Block 12A to applicable procedures, LOAs, directives, etc.

**During Skill Checks:**

This block is used to:

- a. Document performance/progress. The comments may include exemplary, noteworthy, or unusual events.
- b. Describe any observed performance deficiencies. When a checkmark is placed in the "Needs Improvement" or "Unsatisfactory" column, references shall be made to specific procedures, LOAs, orders/directives, etc., in Block 12A.

**During Simulation Training:**

This block is used to make explanatory remarks when dots or pluses are marked in the "Simulation Training" column on the front of the form. The comments:

- a. May include exemplary, noteworthy, or unusual events.
- b. Shall specifically describe all errors observed. References shall be made in Block 12A to applicable procedures, LOAs, directives, etc.

**Block 12A REFERENCES:** Used by the OJTI/supervisor and/or lab instructor to list references to specific procedures, LOAs, or directives that should be reviewed by the developmental so that the performance problem may be corrected. The OJTI/supervisor and/or lab instructor shall include paragraph numbers or other specific references in this block.

**Block 13 RECOMMENDATION:** This block shall be used by the supervisor who conducted the skill check. The supervisor shall recommend one of the following:

- a. Certification skill check
- b. Certification (when appropriate)
- c. Continuation of OJT
- d. Skill enhancement training
- e. Suspension of OJT

- Block 14**    **EMPLOYEE'S COMMENTS:** This block may be used by the developmental for making comments pertaining to the training period or the skill check, or for making general comments regarding training. The employee shall sign and date this block. A signature does not necessarily indicate concurrence with the report, only that the report has been discussed with the developmental.
- Block 15**    **CERTIFICATION/RECERTIFICATION:** This block is used by supervisors to document position certification/recertification. Sign and date.

FIGURE 2. FAA FORM 3120-25

ATCT/ARTCC OJT INSTRUCTION/EVALUATION REPORT											
1. Name			2. Date		3. Scenario/Position(s)						
4. Weather <input type="checkbox"/> VFR <input type="checkbox"/> MVFR <input type="checkbox"/> IFR <input type="checkbox"/> Other _____		5. Workload <input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy		6. Complexity <input type="checkbox"/> Not Difficult <input type="checkbox"/> Occasionally Difficult <input type="checkbox"/> Mostly Difficult <input type="checkbox"/> Very Difficult			7. Hours				
							8. Total Hours This Position				
9. Purpose <input type="checkbox"/> OJT <input type="checkbox"/> OJF <input type="checkbox"/> Familiarization Scenario <input type="checkbox"/> Instructional Scenario <input type="checkbox"/> Evaluation Scenario <input type="checkbox"/> Skill Check <input type="checkbox"/> Certification <input type="checkbox"/> Recertification <input type="checkbox"/> Skill Enhancement <input type="checkbox"/> Other							10. Routing				
11. Performance	Job Task	Job Subtask				Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory	Simulation Training
	A. Separation	1. Separation is ensured.									
		2. Safety alerts are provided.									
	B. Coordination	3. Performs handoffs/pointouts.									
		4. Required coordinations are performed.									
	C. Control Judgment	5. Good control judgment is applied.									
		6. Priority of duties is understood.									
		7. Positive control is provided.									
		8. Effective traffic flow is maintained.									
	D. Methods and Procedures	9. Aircraft identity is maintained.									
		10. Strip posting is complete/correct.									
		11. Clearance delivery is complete/correct and timely.									
		12. LOAs/directives are adhered to.									
		13. Additional services are provided.									
		14. Rapidly recovers from equipment failures and emergencies.									
		15. Scans entire control environment.									
		16. Effective working speed is maintained.									
	E. Equipment	17. Equipment status information is maintained.									
		18. Equipment capabilities are utilized/understood.									
	F. Communication	19. Functions effectively as a radar/tower team member.									
		20. Communication is clear and concise.									
		21. Uses prescribed phraseology.									
		22. Makes only necessary transmissions.									
		23. Uses appropriate communications method.									
		24. Relief briefings are complete and accurate.									
G. Other											



**JOB SUBTASKS AND INDICATORS CHECKLIST  
FOR THE ATCT/ARTCC OJT INSTRUCTION/EVALUATION REPORT**

**TABLE OF CONTENTS**

<b>TITLE</b>	<b>APPENDIX 2, PAGE:</b>
<b>SEPARATION.....</b>	<b>11</b>
<b>COORDINATION.....</b>	<b>11</b>
<b>CONTROL JUDGMENT.....</b>	<b>12</b>
<b>METHODS AND PROCEDURES .....</b>	<b>13</b>
<b>EQUIPMENT .....</b>	<b>16</b>
<b>COMMUNICATION.....</b>	<b>17</b>



## JOB SUBTASKS AND INDICATORS CHECKLIST FOR THE ATCT/ARTCC OJT INSTRUCTION/EVALUATION REPORT

### Job Task: Separation

Job Subtask	Indicator
1. <i>Separation is ensured.</i> Provides control instructions or restrictions to ensure separation standards are maintained at all times.	a. Issues appropriate control instructions or restrictions, including speed control, vectoring techniques, and visual separation.  b. Ensures traffic entering/departing his/her airspace is not in conflict or about to lose separation.  c. Obtains specific approval prior to entering another position's/facility's area of jurisdiction.
2. <i>Safety alerts are provided.</i> Recognizes that safety alerts are a first-priority duty along with separation of aircraft, and remains constantly alert for unsafe proximity situations.	a. Informs pilot or appropriate controller when unsafe situation has been observed.  b. Issues alternate course of action when feasible.

### Job Task: Coordination

Job Subtask	Indicator
3. <i>Performs handoffs/pointouts.</i>	Performs handoffs/pointouts correctly, and at the appropriate time/position.
4. <i>Required coordinations are performed.</i> Coordinates all information that is pertinent to the situation. Ensures that personnel receiving the information have all the contents. Acknowledges all information received on position.	a. Coordinates restrictions or special instructions.  b. Verifies aircraft/vehicle position and/or altitude at the time of coordination.  c. Verifies and acknowledges all information exchanges.

**Job Task: Control Judgment**

Job Subtask	Indicator
<p>5. <i>Good control judgment is applied.</i> Issues control instructions or restrictions that are correct. Carefully plans procedures prior to issuing instructions to provide a safe, expeditious traffic flow.</p>	<ul style="list-style-type: none"> <li>a. Uses correct speed control procedures/techniques.</li> <li>b. Applies effective vectoring techniques.</li> <li>c. Considers aircraft performance capabilities in control decisions, and demonstrates awareness of aircraft equipment capabilities and limitations that affect air traffic control instructions.</li> <li>d. Uses control procedures that do not place workload or stress on other controllers/facilities.</li> <li>e. Considers subsequent controller requirements.</li> <li>f. Does not terminate or activate radar control prematurely.</li> <li>g. Informs aircraft and appropriate personnel of significant situations.</li> </ul>
<p>6. <i>Priority of duties is understood.</i> Properly prioritizes actions according to their significance in the overall traffic situation.</p>	<p>Performs duties in the order of their importance.</p>
<p>7. <i>Positive control is provided.</i> Takes command of control situations and does not act in a hesitant or unsure manner. Observes present and considers forecasted traffic to predict if an overload may occur, and takes appropriate action to prevent or lessen the situation.</p>	<ul style="list-style-type: none"> <li>a. Demonstrates confidence and takes command of control situations.</li> <li>b. Maintains positive control during stressful situations.</li> <li>c. Recognizes potential overload situations.</li> </ul>

**Job Task: Control Judgment (Concluded)**

<b>Job Subtask</b>	<b>Indicator</b>
8. <i>Effective traffic flow is maintained.</i> Takes into account aircraft characteristics and their effect on traffic control. Uses runways and taxiways to best advantage.	a. Makes effective use of runways and taxiways. b. Provides orderly traffic flow with proper aircraft spacing, and avoids use of excessive separation/restrictions. c. Considers aircraft characteristics and their effect on traffic flow and properly sequences traffic. d. Manages ground traffic effectively and efficiently. e. Implements and recovers from holding procedures efficiently. f. Adheres to flow control procedures.

**Job Task: Methods and Procedures**

<b>Job Subtask</b>	<b>Indicator</b>
9. <i>Aircraft identity is maintained.</i> Maintains positive identification during the entire time the aircraft are within the area of responsibility.	a. Uses radar displays to assist in maintaining identity. b. Re-identifies aircraft when doubt exists. c. Detects errors in aircraft identity. d. Employs correct beacon and radar procedures in identifying aircraft. e. Maintains awareness of nonradar, untracked, unassociated, or primary targets within delegated airspace. f. Remains aware of previously coordinated traffic.

**Job Task: Methods and Procedures (Continued)**

Job Subtask	Indicator
10. <i>Strip posting is complete/correct.</i> Posts all required information on strips, and updates as required.	<ul style="list-style-type: none"> <li>a. Receives flight plans and distributes strips to correct operational positions in a timely manner.</li> <li>b. Posts all required information on strips, and reviews and updates as required.</li> <li>c. Posts data in correct area on strips.</li> <li>d. Ensures postings are legible.</li> <li>e. Detects and corrects strip errors, ensuring that actual altitude and route agree with strip information.</li> </ul>
11. <i>Clearance delivery is complete/correct and timely.</i> Transmits/issues clearances in correct format, is specific, and uses correct phraseology.	<ul style="list-style-type: none"> <li>a. Uses specific terms to describe a fix.</li> <li>b. Adheres to readback procedures.</li> <li>c. Adheres to predeparture clearance (PDC) procedures.</li> </ul>
12. <i>LOAs/directives are adhered to.</i> Ensures performance of control instructions/duties is in compliance with handbooks, facility procedures, and directives.	<ul style="list-style-type: none"> <li>a. Adheres to LOA requirements.</li> <li>b. Adheres to facility directives and local routing instructions.</li> </ul>
13. <i>Additional services are provided.</i> Follows the required format for providing navigational assistance, weather information, and traffic advisories.	<ul style="list-style-type: none"> <li>a. Provides navigational assistance when operational advantage would be gained by pilot or controller.</li> </ul>

**Job Task: Methods and Procedures (Continued)**

Job Subtask	Indicator
13. <i>Additional services are provided.</i> Follows the required format for providing navigational assistance, weather information, and traffic advisories. (Concluded)	b. Provides significant weather information in a timely manner to aircraft and controllers/facilities.  c. Solicits pilot reports (PIREPs) as required.  d. Adheres to Notice to Airmen (NOTAM), significant meteorological information (SIGMET), and center weather advisory (CWA) procedures.  e. Issues complete traffic information in required format for both radar-identified and nonradar-identified aircraft as required.  f. Provides chaff services and bird activity information when necessary.
14. <i>Rapidly recovers from equipment failures and emergencies.</i> Handles equipment failures, unusual or nonstandard situations, and emergencies correctly.	a. Handles aircraft emergencies effectively, including radio failures, hijacks, and bomb threats.  b. Appropriately handles special flight operations, and unusual or nonstandard situations.  c. Is knowledgeable of available backup equipment and properly transitions to its use.

**Job Task: Methods and Procedures (Concluded)**

<b>Job Subtask</b>	<b>Indicator</b>
15. <i>Scans entire control environment.</i> Checks assigned control environment and equipment for changes in data or presentation.	<ul style="list-style-type: none"> <li>a. Monitors equipment, equipment alarms, displays, and status information area for changes in data or presentation.</li> <li>b. Scans assigned control environment for potential errors or conflicts and weather-related problems.</li> <li>c. Scans runways for landing, departing, and crossing situations.</li> <li>d. Acts rapidly to correct errors.</li> <li>e. Recognizes when incorrect information has been passed to aircraft or other positions.</li> <li>f. Remains alert for possible problem situations from other controllers/facilities.</li> </ul>
16. <i>Effective working speed is maintained.</i> Paces control actions and associated tasks at an acceptable rate.	<ul style="list-style-type: none"> <li>a. During periods of inactivity, reviews and updates pending/current information for familiarity and plans actions to be taken.</li> <li>b. Records information at the same time that it is received from pilots/controllers/facilities.</li> <li>c. Records information at the same time that it is issued to pilots/controllers/facilities.</li> </ul>

**Job Task: Equipment**

<b>Job Subtask</b>	<b>Indicator</b>
17. <i>Equipment status information is maintained.</i> Maintains knowledge of equipment operating status.	<ul style="list-style-type: none"> <li>a. Determines status of equipment performance.</li> <li>b. Reports malfunctions.</li> </ul>

**Job Task: Equipment (Concluded)**

<b>Job Subtask</b>	<b>Indicator</b>
18. <i>Equipment capabilities are utilized/understood.</i> Uses available equipment to the fullest extent possible. Displays knowledge of capabilities and limitations of equipment and its associated backup.	<ul style="list-style-type: none"> <li>a. Enters all required data into computer for required area display.</li> <li>b. Displays appropriate area of jurisdiction.</li> <li>c. Adjusts radar presentation to present best display possible.</li> <li>d. Displays appropriate filter limits.</li> <li>e. Demonstrates knowledge of required computer entries and ensures entries are complete and correct.</li> <li>f. Enters necessary corrections/updates in a timely manner.</li> <li>g. Demonstrates knowledge of procedures for operating all equipment.</li> <li>h. Is aware of equipment peculiarities.</li> </ul>

**Job Task: Communication**

<b>Job Subtask</b>	<b>Indicator</b>
19. <i>Functions effectively as a radar/tower team member.</i> Accepts equal responsibility for the safe and efficient operation of the position.	<ul style="list-style-type: none"> <li>a. Maintains a spirit of cooperation.</li> <li>b. Maintains professional manner.</li> <li>c. Is receptive to instructor's/supervisor's/team members' suggestions for improvement of job performance.</li> <li>d. Remains calm under stress.</li> <li>e. Conveys pertinent information to other team members in a timely manner.</li> </ul>

**Job Task: Communication (Continued)**

Job Subtask	Indicator
<p>20. <i>Communication is clear and concise.</i> Ensures that all data passed or received are understood. Does not have to repeat information using different words to convey the intended meaning.</p>	<p>a. Demonstrates professional, positive voice.</p> <p>b. Demonstrates moderate, rather than too fast or too slow, speech rate.</p> <p>c. Listens carefully and verifies that correct information is transmitted and received.</p> <p>d. Demonstrates clear pronunciation.</p> <p>e. Does not transpose words, numbers, or symbols.</p>
<p>21. <i>Uses prescribed phraseology.</i> Uses words and phrases in accordance with the requirements of the duty being performed.</p>	<p>a. Uses approved procedures, words, phrases, and formats.</p> <p>b. Issues instructions that are specific.</p>
<p>22. <i>Makes only necessary transmissions.</i> Transmits only information that is required over radio or interphone.</p>	<p>a. Uses radio/interphone only when necessary.</p> <p>b. Transmits only required information/instructions.</p> <p>c. Does not use abusive or profane language.</p> <p>d. Does not transmit separate message when it would be more effective to combine information.</p>
<p>23. <i>Uses appropriate communications method.</i> Transmits information using the communications method that is appropriate.</p>	<p>a. Formulates message before transmitter is keyed.</p> <p>b. Uses radio/interphone when required.</p>



**Job Task: Communication (Concluded)**

<b>Job Subtask</b>	<b>Indicator</b>
24. <i>Relief briefings are complete and accurate.</i> Ensures that duty familiarization and transfer of position responsibility are complete and accurate. Follows approved checklist when exchanging information, and both individuals acknowledge the positive transfer of responsibility.	<ul style="list-style-type: none"><li>a. Communicates pertinent status information.</li><li>b. Communicates weather information to relieving specialist as necessary.</li><li>c. Communicates overall traffic situation.</li><li>d. Ensures that unresolved questions about the operation of the position are resolved before transfer of responsibility.</li><li>e. When assuming a position, completes the appropriate position log to indicate responsibility for a specific position or combined position.</li></ul>